



Minutes
Lone Star Municipal Clerks Association
Monthly Chapter Meeting
November 4, 2009

1. CALL TO ORDER

President Kathy Wingo (Lucas) called the meeting to order at 12:03 p.m. on Wednesday, November 4, 2009, at the City of Allen Community Room located at 301 Century Parkway, Allen, Texas 75013.

2. INTRODUCTIONS

President Wingo asked for introductions of members in attendance.

Board Members Present:

Kathy Wingo, President	City Secretary, Lucas, Collin
Bruce Dunn, President-Elect	Town Secretary, St. Paul, Collin
Carole Ehrlich, Immediate Past-President	City Secretary, Wylie, Collin
Shelley George, Secretary	City Secretary, Allen, Collin
Diane Zucco, Treasurer	City Secretary, Plano, Collin/Denton
Vickie Faulkner, Historian	City Secretary, Celina, Collin

Members Present:

Linda Asbell	City Secretary, Lakewood Village, Denton
Stephanie Calame	Records Management Administrative Assistant, Wylie, Collin
Joy Hart	Senior Executive Administrative Assistant, Murphy, Collin
Carole Kuykendall	Deputy City Secretary, Greenville, Hunt
Julie Lollar	City Secretary, Denison, Grayson
Aimee Nemer	City Secretary, Murphy, Collin
Debbie Newell	City Secretary, Greenville, Hunt
Cathy Pugh	City Secretary, Tom Bean, Grayson
Vickie Schmid	Assistant City Secretary, Richardson, Collin
Carrie Smith	City Secretary, Parker, Collin
Alice Snyder	Assistant City Secretary, Plano, Collin/Denton
Gayle Walton	Deputy City Secretary, Wylie, Collin

Guests Present:

Veronica Lomas	Coppell, Dallas
Chiquita Taylor	Coppell, Dallas

3. INSTALLATION OF 2009-2010 HISTORIAN, VICKI FAULKNER – Kathy Wingo, LSMCA President (Lucas)

President Wingo administered the Oath of Office to Historian Vicki Faulkner (Celina).

4. APPROVAL OF OCTOBER 14, 2009, MINUTES – Shelley George, LSMCA Secretary (Allen)

Motion was made by Julie Lollar (Dennison) and seconded by Gayle Walton (Wylie) to approve the minutes of the October 14, 2009, meeting. Motion passed unanimously.

5. APPROVAL OF THE OCTOBER TREASURER'S REPORT – Dianne Zucco, LSMCA Treasurer (Plano)

Motion was made by Carole Ehrlich (Wylie) and seconded by Bruce Dunn (St. Paul) to approve the October Treasurer's Report. Motion passed unanimously.

6. DISCUSSION AND ACTION ON PROPOSED AMENDMENTS TO THE TMCA, INC. LONE STAR CHAPTER BY-LAWS – Vickie Faulkner, LSMCA Chair, By-Laws Committee (Celina)

Motion was made by Bruce Dunn (St. Paul) and seconded by Julie Lollar (Dennison) to approve the proposed amendments to the By-laws. Motion passed unanimously.

7. DISCUSSION AND ACTION OF THE ADOPTION OF EXHIBIT A, *FINANCE PROCEDURES* AS PART OF THE LONE STAR CHAPTER BY-LAWS –

Motion was made by Julie Lollar (Dennison) and seconded by Aimee Nemer (Murphy) to approve the adoption of Exhibit A, Finance Procedures as part of the Lone Star Chapter By-laws. Motion passed unanimously.

8. DISCUSSION AND ACTION OF THE ADOPTION OF EXHIBIT B, *LONE STAR CLERK OF THE YEAR PROCEDURES* AS PART OF THE LONE STAR CHAPTER BY-LAWS -

Motion was made by Vickie Faulkner (Celina) and seconded by Carole Ehrlich (Wylie) to approve the adoption of Exhibit B, Lone Star Clerk of the Year Procedures as part of the Lone Star Chapter By-laws. Motion passed unanimously.

9. SPEAKER – STEPHANIE CALAME, CITY OF WYLIE, TOPIC: PUBLIC INFORMATION AND GOVERNMENTAL ENTITIES

10. ANNOUNCEMENTS – Kathy Wingo, LSMCA President (Lucas)

a. COMMITTEE REPORTS

- Audit – Meets in November
- Holiday - The Holiday Party will be held on December 2 at Randy's Steakhouse in Frisco. The cost is \$20 a person.
- Membership. No report.
- Scholarship/Fundraising. The raffle raised \$26.00 and will be used to fund upcoming scholarships. Staff from the City of Allen donated the items for the raffle.

b. UPCOMING MEETINGS

- December 2, 2009 – Holiday Luncheon – Randy's Steakhouse in Frisco

1. Silent Auction

- January – No Meeting
- February 3, 2010 - Murphy

c. UPCOMING TMCA SEMINARS

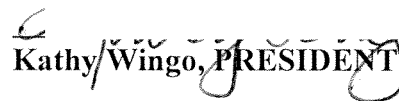
- December 3-5, 2009, IIMC Region IV Meeting, San Marcos
- January 10, 2010 – Athenian Dialogue, Irving
- January 11-13, 2010, Election Law, Irving
- April 8-9, 2010 – Office Administration & Communication, San Marcos
- June 17-18, 2010 – Public Funds Investment, Lubbock
- August 5-6, 2010 – Records Management/Open Records/Parliamentary Procedures, El Paso
- October 14-15, 2010 – Graduate Institute, Ethics, Galveston

11. ADJOURN

With no further business, President Wingo (Lucas) adjourned the meeting at 1:12 p.m.

The LSMCA members approved the minutes on the 3rd day of February, 2010.

APPROVED:


Kathy Wingo, PRESIDENT

ATTEST:


Shelley B. George, SECRETARY